

APPENDIX 3: CAT Application Form



Oldham Council Community Asset Transfer Application Form

Please provide the name of the asset in which you have an interest:

Building / Site Name:

Address:

Postcode:

Organisation Submitting the Application:

Organisation Name:

Is your organisation a branch or part of a larger organisation?

Yes

No

If Yes, please provide details:

Organisation Name:

Address:

Postcode:

Who is the main contact for this application?

Title:

Name:

Surname:

Position in organisation:

Contact Details

Postal Address:

Postcode:

Email Address:

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Telephone & Mobile Phone Nos:

| Type of Organisation (Please tick relevant box) | |
|--|--|
| A voluntary or community body | |
| A body of persons or a trust which is established for charitable purposes only | |
| A parish council | |

| If voluntary/community body, please tick to indicate structure of organisation and provide details: | | | |
|--|---|------------------------------------|--|
| Limited Company (by guarantee or shares) | | Company Number: | |
| Community Interest Company | | Company Number: | |
| Charitable Incorporated Organisation | | Company Number: Charity Number: | |
| Community Benefit Society | | Number: | |
| Co-operative Society | | Number: | |
| Another type of legally constituted not for profit organisation (please explain and provide evidence) | | | |
| If you are currently unincorporated, is it your intention to become incorporated and if so when? | <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes – the proposed date:</p> | | |

The transfer of an asset into community management and / or ownership can be a complex process. The processes of the Council and responsibilities of your Organisation’s Managing Group are outlined within the document Oldham Council’s Community Asset Transfer Policy & Process Guidance.

If you require further advice regarding Oldham Council’s Community Asset Transfer Policy please visit [\[insert hyperlink to Council website\]](#)

I confirm that I and the Organisation’s Managing Group have read the Community Asset Transfer Policy & Process Guidance document and understand the responsibilities and duties for our organisation as outlined within it:

Yes No

Does your organisation have a governing document (Constitution, Articles of Association and Memorandum of Understanding etc.)?

Yes (please attach a copy with your application) No

Does your organisation hold an Annual General Meeting (AGM) or similar governance meeting?

Yes No

If Yes, please provide the date of the last meeting:

| Date | Month | Year |
|------|-------|------|
| | | |

Does your organisation produce annual reports or returns for Companies House, The Charity Commission or other governing body?

Yes (please attach a copy with your application) No

Please give details of your organisation's management structure; how it is managed – please provide names, roles and responsibilities (if you have an organisation structure diagram please attach a copy with your application).

Does your organisation employ staff or is it run by volunteers?

Employs staff Run by volunteers

Please confirm the overall numbers of people involved with running your organisation/delivering its activities:

(Please attach your staffing structure to the application)

Please confirm how many people currently use your organisation's services/activities (this should be clients/users and not the number of visits):

Has your organisation got an audited or independently checked set accounts for its' last financial year?

No Yes (Please provide a copy)

Does your organisation have a bank account in its own name for which it receives bank statements?

No Yes (Please provide a copy of the latest statement)

Does your organisation currently own or hold a lease on an asset; or has it previously owned or taken a lease of an asset?

Yes (please provide details below) No

As part of the Oldham Council's Community Asset Transfer application process your organisation needs to submit a business plan along with its' application. This needs to be a concise but robust document and as a minimum requirement it needs to cover / contain the following key areas:

- A statement of the Aims and Objectives of your organisation
- A description of who the organisation's clients/users are, its target group
- An executive summary of why your organisation requires the proposed asset; what difference it will make to your organisation
- Details of what activities, services, events and uses the asset will be required for, and how your organisation intend to deliver these. Please identify any new/additional activities/services will be delivered as a result of managing the asset
- Which of the Council's corporate aims and objectives your organisation will deliver against and what outcomes will be delivered as a result of your organisation managing the asset
- A Statement of Community Need outlining the community need/benefits that would result from your organisation managing the asset - the how, who, how many and how you will measure this. Please include details of stakeholders and evidence of community involvement/consultation
- What improvements, both physical and cosmetic your organisation intends to make to the asset – including indicative costs and how your organisation intends to pay for these
- A cash flow forecast and budget detailing the financial viability and sustainability of your organisation. This should demonstrate your organisation's ability to manage the asset and any resulting costs
- The capacity for your organisation to manage the asset:
 - Expertise and skills of the Board/Managing Group of the organisation

- Experience/history of the organisation in managing assets and delivering activities, services, managing health and safety requirements and projects
- Arrangements for on-going business planning
- Arrangements to be put in place to ensure effective management of the asset and compliance with relevant statutory regulation
- Succession Planning – how your organisation will replace people on its Board/Managing Group and ensure the right skills and knowledge is maintained

| Does your organisation have suitable written procedures in place to cover the following areas: | | | |
|---|------------|-----------|--------------------|
| Area | Yes | No | Any Comment |
| Recruitment & Induction | | | |
| Training & Development | | | |
| Health & Safety | | | |
| Equality & Diversity | | | |
| Safeguarding | | | |
| Disclosure Barring Service Checks | | | |
| Grievances/complaints | | | |

One of the responsibilities attached to managing an asset is ensuring you have appropriate insurance policies in place. Does your organisation currently have any insurance policies in place?

Yes (Please provide details)

No

Has your organisation ever been refused insurance cover?

No

Yes (Please provide details of when and why below)

Undertaking

I certify that the information supplied in this Application Form is accurate to

the best of my knowledge and that I am authorised by the governing body of the organisation to submit this Application Form on its behalf (Please supply a copy of the minute or minutes from the managing body meeting where this authority was granted or a letter confirming this).

I understand it is a criminal offence to knowingly make a false statement, to give or offer any gift or consideration whatsoever as an inducement or reward to any Council Officer, partner or representative and that any such action will empower the Council to cancel this application for the transfer of the asset.

Signed:

Print Name:

Position within organisation:

Date:

| Application Attachment Check list: | | | |
|---|------------|-----------|--------------------|
| Item | Yes | No | Any comment |
| Copy of Governing document(s) | | | |
| Copy of Annual report and/or returns | | | |
| Organisational Structure Diagram | | | |
| Staffing diagram / structure | | | |
| Copy of audited/independently checked accounts for the organisation's last financial year | | | |
| Copy of the latest bank statement | | | |
| Business Plan | | | |
| Copy of minutes or letter confirming authority to signatory to submit Application Form on behalf of the organisation | | | |

On completion this Application Form needs to be returned to... (tbc)